installation and operation manual for Hunter Ceiling Fans

42012-01 • 03/09/05

Welcome

For Your Records and Warranty Assistance

Model Name: _____

Catalog/Model No.: _____

Serial No.: _____

Date Purchased: _____

Where Purchased: _____

For reference also attach your receipt or a copy of your receipt to the manual.

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© 2004 Hunter Fan Company

Your new Hunter® ceiling fan is an addition to your home or office that will provide comfort and performance for many years. This installation and operation manual gives you complete instructions for installing and operating your fan.

We are proud of our work. We appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world.

Before installing your fan, for your records and warranty assistance, record information from the carton and Hunter nameplate label (located on the top of the fan motor housing).

Cautions and Warnings

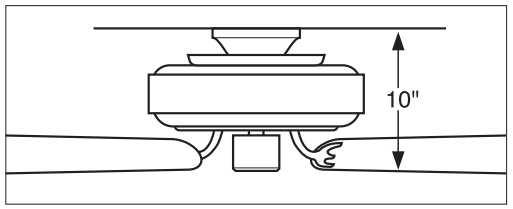
- Read this entire manual carefully before beginning installation. Save these instructions.
- Use only Hunter replacement parts.
- To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.
- To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
- All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.
- To reduce the risk of personal injury, do not bend the blade attachment system when installing, balancing, or cleaning the fan. Never insert foreign objects between rotating fan blades.
- To reduce the risk of fire, electrical shock, or motor damage, do not use a solid-state speed control with this fan. Use only Hunter speed controls.

Understanding Mounting and Installer's Choice®

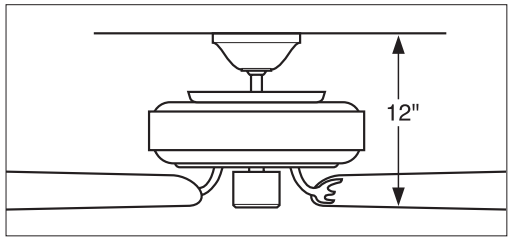
Hunter's patented 3-position mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of three ways, depending on ceiling height and your preference: Low Profile, Standard, or Angle mounting. The steps in this manual include instructions for all three Installer's Choice mounting methods.

Considering Optional Accessories

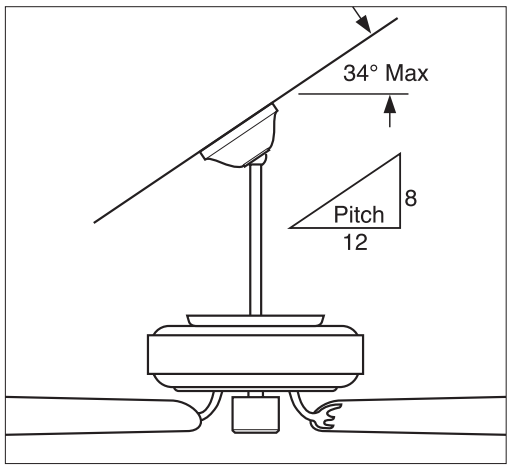
Consider using Hunter's optional accessories, including a wall-mounted or remote speed control. To install and use the accessories, follow the instructions included with each product. For quiet and optimum performance of your Hunter fan, use only Hunter speed controls.



Low Profile Mounting fits close to the ceiling, recommended for ceilings less than 8 feet high



Standard Mounting hangs from the ceiling by a downrod (included), recommended for ceilings 8 feet or higher



Angle Mounting recommended for a vaulted or angled ceiling

For ceilings higher than 8 feet, you can purchase Hunter extension downrods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.

1 • Getting Ready

To install a ceiling fan, be sure you can do the following:

- Locate the ceiling joist or other suitable support in ceiling.
- Drill holes for and install wood screws.
- Identify and connect electrical wires.
- Lift 40 pounds.

If you need help installing the fan, your Hunter fan dealer can direct you to a licensed installer or electrician.

Gathering the Tools

You will need the following tools for installing the fan:

- Electric drill with 9/64" bit
- Standard screwdriver
- Phillips-head screwdriver
- Wrench or pliers

Checking Your Fan Parts

Carefully unpack your fan to avoid damage to the fan parts. Check for any shipping damage to the motor or fan blades. If one of the fan blades was damaged in shipment, return all the blades for replacement.

If any parts are missing or damaged, contact your Hunter dealer or call Hunter Parts Department at 888-830-1326.

Installing Multiple Fans?
If you are installing more than one fan, keep the fan blades in sets, as they were shipped.

Preparing the Fan Site

Before you begin installing the fan, follow all the instructions in the pullout sheet called "Preparing the Fan Site." Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

2 • Installing the Hanger Bracket

2-1. Drill two pilot holes into the wood support structure through the outermost holes in the outlet box. The pilot holes should be 9/64" in diameter.

Note: Your fan comes with four pre-installed neoprene noise isolators.

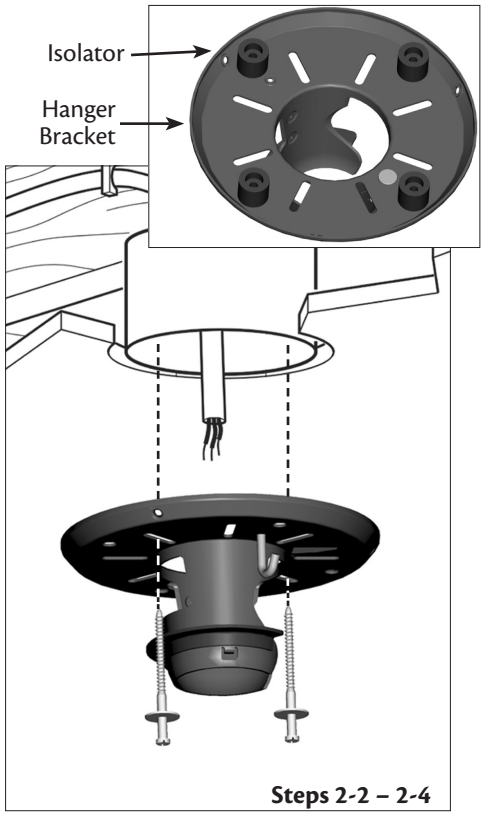
2-2. Thread the lead wires from the outlet box down through the hole in the middle of the hanger bracket.

2-3. Align the slotted holes in the hanger bracket with the pilot holes you drilled in the wood support structure. For proper alignment use slotted holes directly across from each other. If you are installing the fan on an **angled** ceiling, be sure to orient the hanger bracket with the large opening towards the ceiling peak.

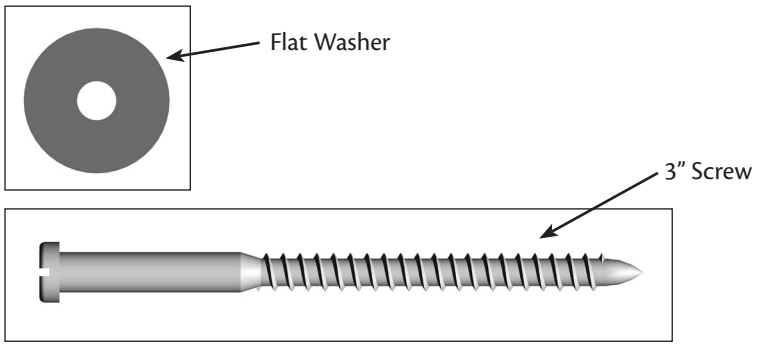
Note: The isolators should be flush against the ceiling.

2-4. Place a flat washer on each of the two 3" screws and pass the screws through the slotted holes in the hanger bracket into the pilot holes you drilled.

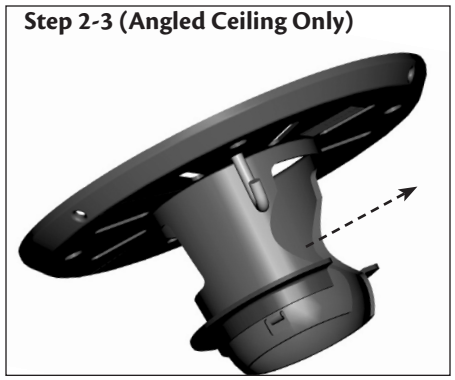
Tighten the screws into the 9/64" pilot holes; do not use lubricants on the screws. Do not over tighten.



Steps 2-2 – 2-4

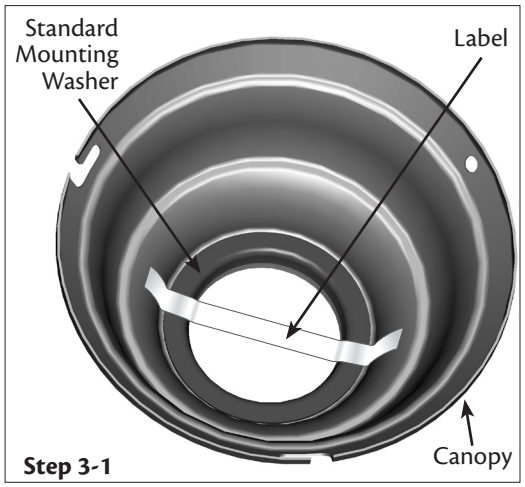


Step 2-3 (Angled Ceiling Only)

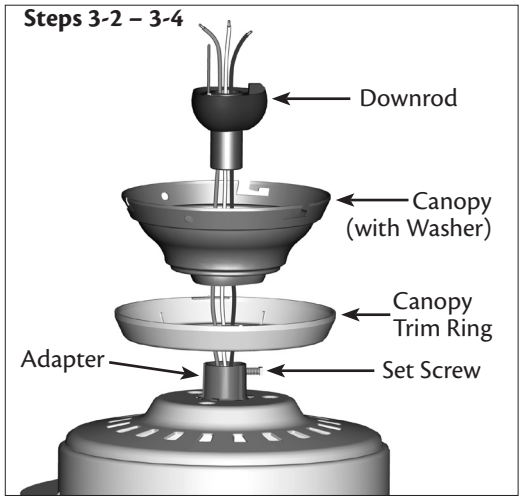


For Angled Ceilings: Be sure to orient the hanger bracket with the large opening towards the ceiling peak.

3 • Assembling and Hanging the Fan



Step 3-1



Steps 3-2 – 3-4

You can assemble your fan for **standard** or **angle** mounting as shown in steps 3-1 – 3-6. For **low profile** mounting (ceilings less than 8 feet high), go to steps 3-7 – 3-11 on the next page.

3-1. Remove the label from the standard mounting washer inside the canopy. Leave the washer in place. (**Note:** You will not use the washer included in the parts sack.)

3-2. To assemble fan to hang down from a flat or angled ceiling, place the canopy with washer, and canopy trim ring around the adapter so that they rest on the fan assembly.

3-3. Feed the wires from the fan through the downrod.

3-4. Screw the downrod into the fan assembly. Tighten the square head set screw.

> ⚠ **CAUTION:** The downrod has a special coating on the threads. Do not remove this coating; the coating prevents the downrod from unscrewing. Once assembled, do not remove the downrod.

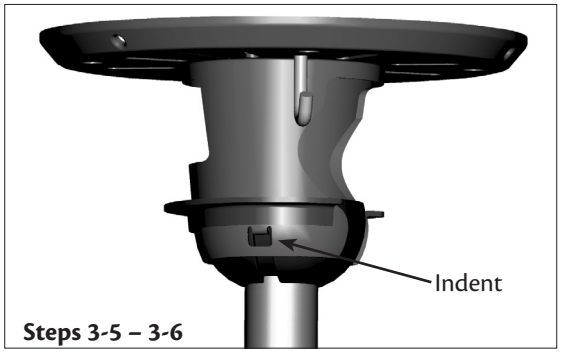
> ⚠ **WARNING:** Do not carry or lift fan by canopy.

3-5. Raise the fan and place the ball into the hanger bracket.

3-6. Align the notch on the ball with the indent in the hanger bracket. (Rotate the fan until you hear the notch pop into place.)

Go to **4 • Wiring the Fan**.

> ⚠ **WARNING:** Fan may fall if not assembled as directed in these installation instructions.



Steps 3-5 – 3-6

3 • Assembling and Hanging the Fan (Low Profile Only)

You can assemble your fan for **standard** or **angle** mounting as shown in steps 3-1 – 3-6 on the previous page. For **low profile** mounting (ceilings less than 8 feet high), see steps 3-7 – 3-11 on this page.

3-7. Locate the washer that comes preassembled in the canopy. Remove the label and discard the washer and label. Locate the set screw preassembled in the adapter. Remove and discard the set screw. (Refer to images on previous page.)

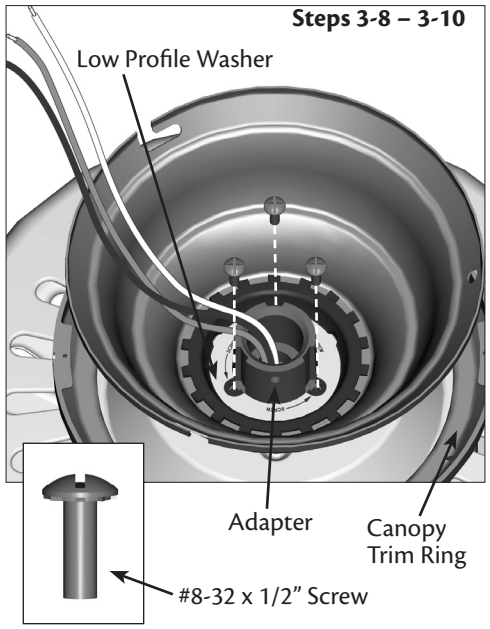
3-8. Place the low profile washer from the parts sack into the canopy.

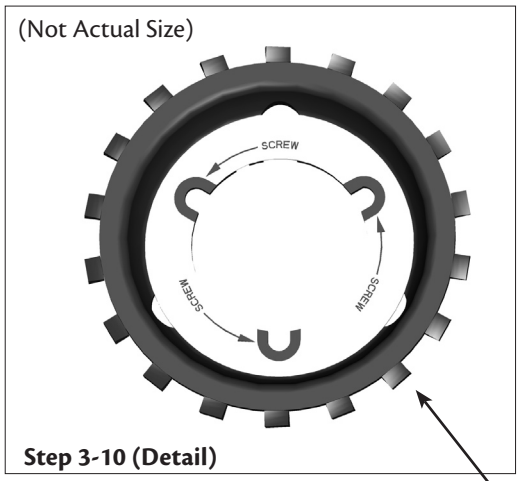
3-9. Place the canopy trim ring and canopy with washer on top of the fan assembly.

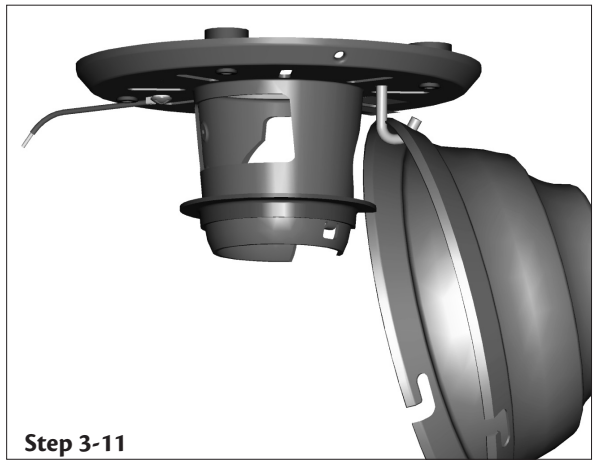
3-10. Align the screw holes in the washer with the holes in the adapter. Assemble securely with three #8-32 x 1/2" screws.

3-11. Raise the fan and place the hook on the hanger bracket through the round hole in the rim of the canopy.

⚠ WARNING: Fan may fall if not assembled as directed in these installation instructions.

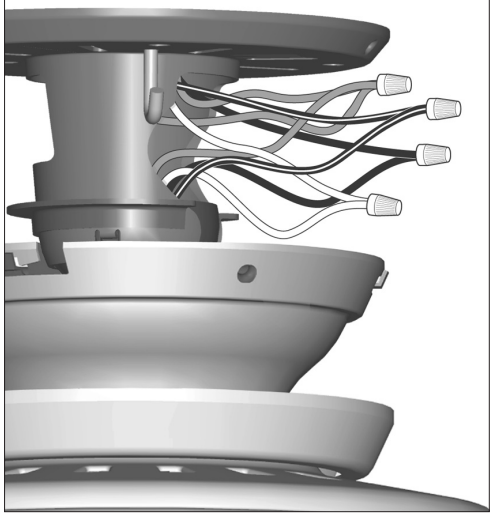




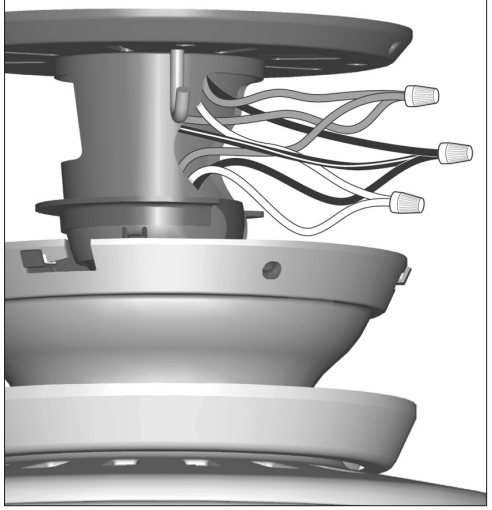


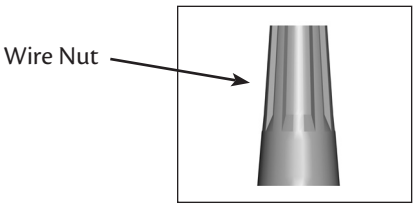
4 • Wiring the Fan

Step 4-3



Step 4-4





All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.

Wall switches are not included. Select an acceptable general-use switch in accordance with national and local electrical codes.

4-1. Disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location.

4-2. Decide how you want to set up the fan and light controls. You can control the fan and/or lights together or separately using one or two wall switches. Follow Step 4-3 **OR** Step 4-4, depending on what you decide.

Note: If you are not installing a light kit, follow step 4-4.

4-3. If you want to, you can control the fan and light separately using two wall switches, connect the wires as follows:
- The bare or green ground wire from the ceiling to the green ground wire from the hanger bracket and the green ground wire from the fan
- The white wire from the ceiling to the white wire from the fan
- The black wire from the ceiling to the black wire from the fan
- The black/white wire from the fan to the wire for the wall switch

4-4. Alternatively, you can control both fan and light with one switch. To do so connect the wires as follows:
- The bare or green ground wire from the ceiling to the green ground wire from the hanger bracket and the green ground wire from the fan
- The white wire from the ceiling to the white wire from the fan
- The black wire from the ceiling to the black and the black/white wire from the fan

4-5. To connect the wires, hold the bare metal leads together and place a wire nut over them, then twist clockwise until tight.

⚠ **CAUTION:** Be sure no bare wire or wire strands are visible after making connections.

4-6. Push all wires and wire nuts back into the hanger bracket.

5 • Installing the Canopy and Canopy Trim Ring

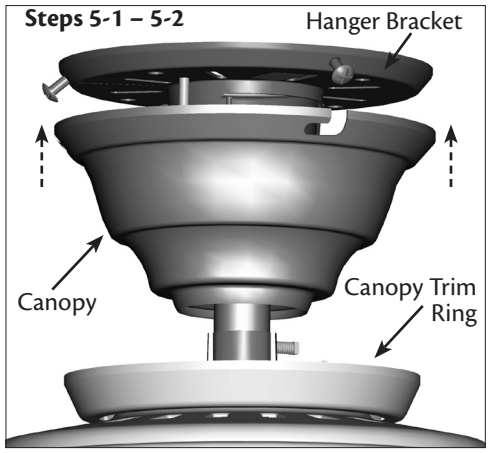
5-1. Partially install two canopy screws (about 2 full turns) in the hanger bracket.

5-2. Raise the canopy over the hanger bracket (For low profile installations, you will need to remove the canopy from the hook first). Align partially installed screws with key slots in canopy.

5-3. Twist canopy clockwise to secure.

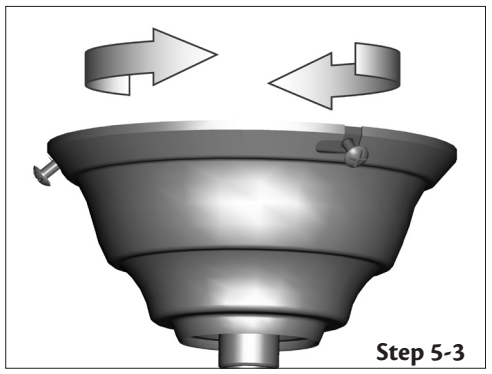
5-4. Install third canopy screw in round hole on canopy. Securely tighten all three screws.

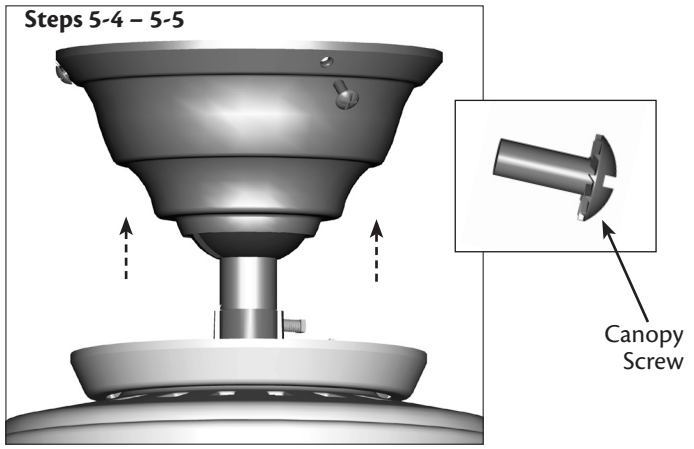
5-5. Using both hands, push the canopy trim ring up to the top of the canopy. The canopy trim ring will snap and lock into place.



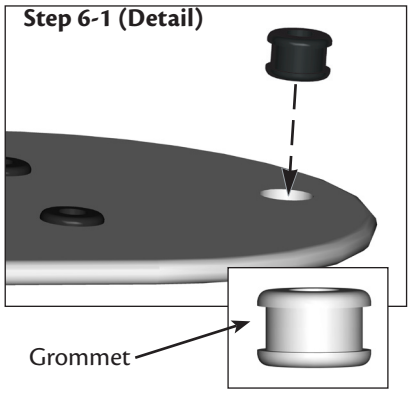
Should you need to remove the canopy trim ring, follow these steps:

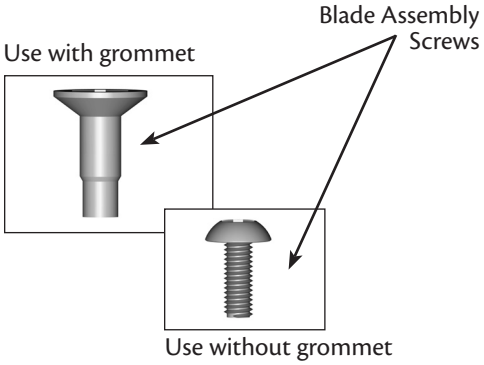
1. Locate the tab indicators, small bumps on top of tabs.
2. Press firmly on opposite sides of the ring towards the canopy. The tabs will flex out releasing the trim ring from the canopy





6 • Assembling the Blades





Hunter fans use several styles of fan blade irons (brackets that hold the blade to the fan).

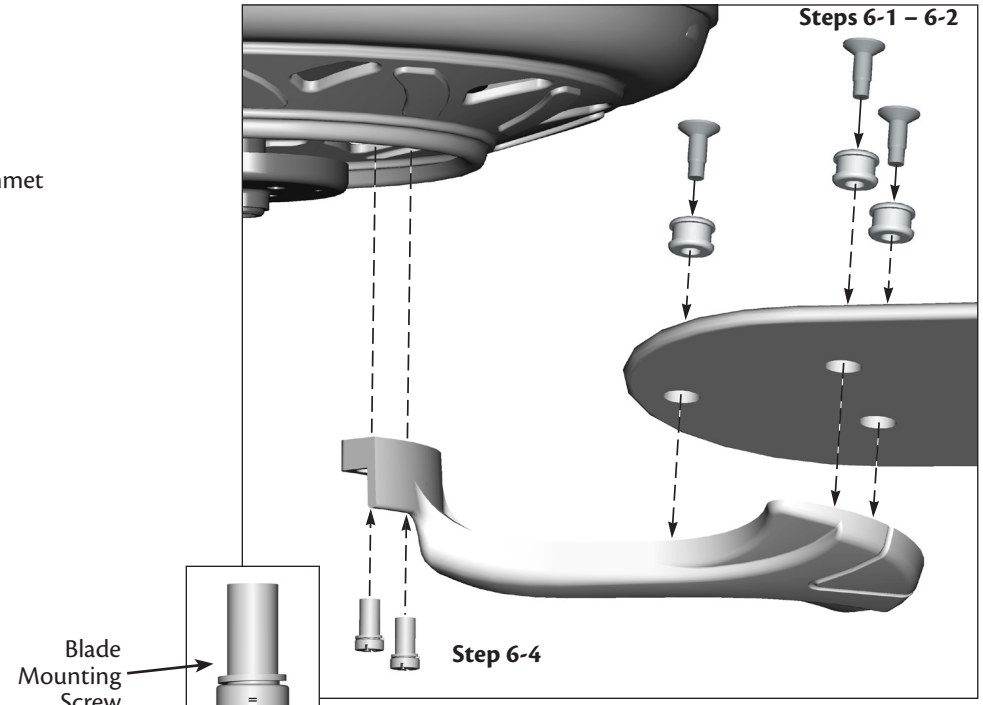
6-1. Your fan may include blade grommets. If your fan has grommets, insert them by hand into the holes on the blades.

6-2. Attach each blade to a blade iron using three blade assembly screws. If you used grommets, the blades may appear slightly loose after screws are tightened. This is normal.

6-3. Remove the blade mounting screws and rubber shipping bumpers from the motor.

Note: In order to attach each blade, you will need to rotate the motor until the two screw holes for the blade are visible through the cutaway.

6-4. For each blade, insert one blade mounting screw through the blade iron, and attach lightly to the fan. Insert the second blade mounting screw, then securely tighten both mounting screws.



7 • Installing the Switch Housing

7-1. Connect the upper plug connector from the motor to the lower plug connector in the switch housing assembly.

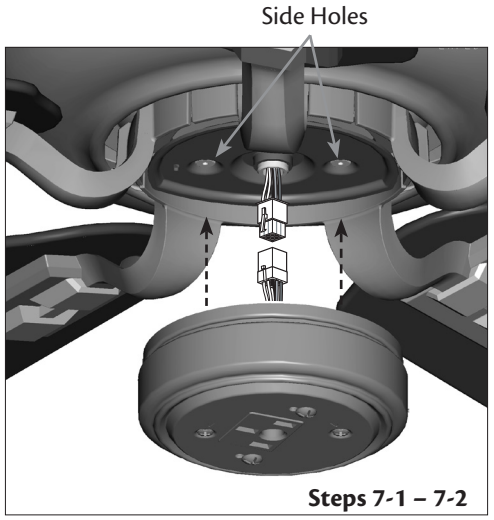
Note: Both plug connectors are polarized and will only fit together one way. Make sure the connectors are properly aligned before connecting them. Incorrect connection could cause improper operation and damage to the product.

7-2. To attach the switch housing, thread the screws through the side holes of the mounting plate and tighten them securely.

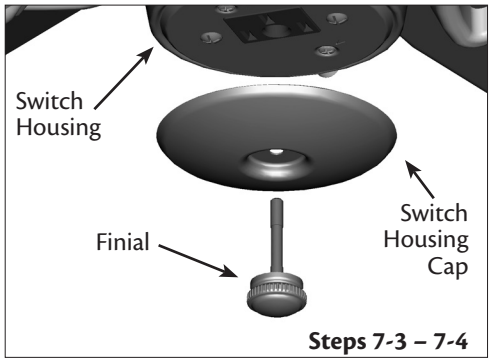
Note: If you are installing the light fixture, proceed to **8 • Installing the Light Fixture**. If you are not installing the light fixture, proceed with steps 7-3 – 7-4 to complete the installation.

7-3. Thread the finial with rod (from the sack parts) through the switch housing cap and into the switch housing.

7-4. Tighten the finial.

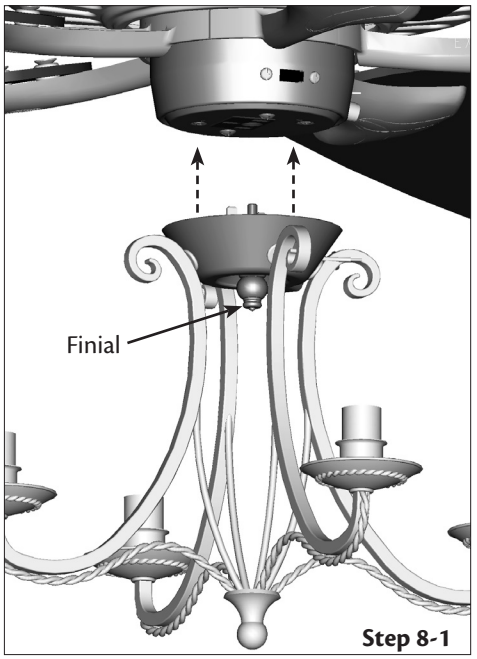


Steps 7-1 – 7-2



Steps 7-3 – 7-4

8 • Installing the Light Fixture

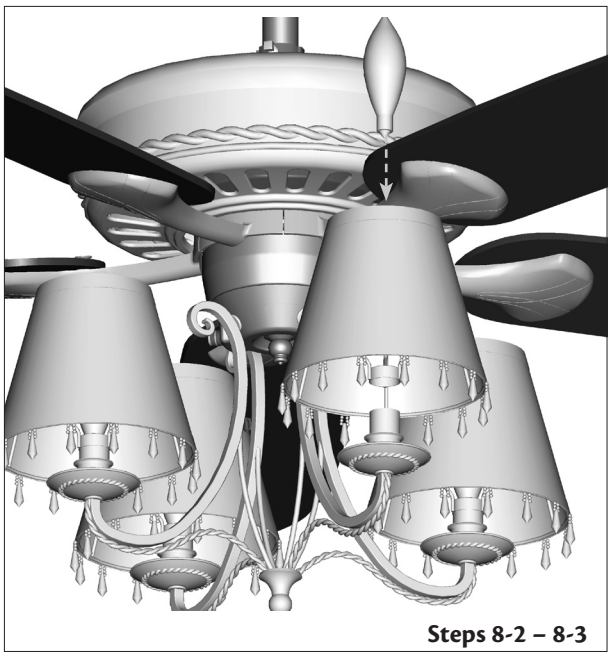


Step 8-1

8-1. Plug in the light fixture and turn the finial until it is tight.

8-2. Place each shade on a socket.

8-3. Install 4 candelabra bulbs (40W max).



Steps 8-2 – 8-3

9 • Operating and Cleaning Your Ceiling Fan

9-1. Turn on electrical power to the fan.

9-2. The fan pull chain controls power to the fan. The pull chain has four settings in sequence: High, Medium, Low and Off.

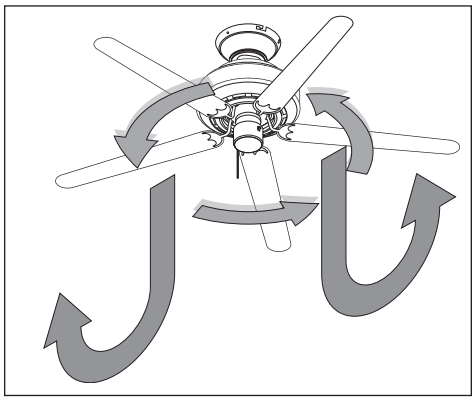
- Pull the chain slowly to change settings.
- Release slowly to prevent the chain from recoiling into the blades.
- The chain uses a breakaway connector that separates if the chain is jerked. If this happens, simply reinsert the chain into the connector.

9-3. The light pull chain controls power to the light. The pull chain has two settings: On and Off.

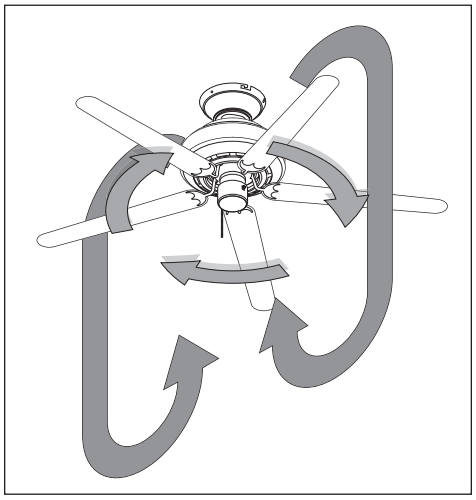
9-4. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In winter, having the fan draw air upward (clockwise blade rotation) will distribute the warmer air trapped at the ceiling around the room without causing a draft.

9-5. For cleaning finishes, use a soft brush or lint-free cloth to prevent scratching. A vacuum cleaner brush nozzle can remove heavier dust. Remove surface smudges or accumulated dirt and dust using a mild detergent and a slightly dampened cloth. You may use an artistic agent, but never abrasive cleaning agents as they will damage the finish.

9-6. Clean wood finish blades with a furniture polishing cloth. Occasionally, apply a light coat of furniture polish for added protection and beauty. Clean painted and high-gloss blades in the same manner as the fan finish.



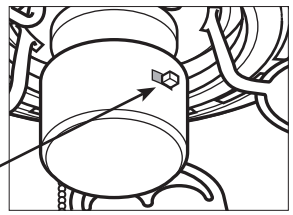
In warm weather, use downward air flow pattern



In cold weather, use upward air flow pattern

To Change Airflow Direction

Turn the fan off and let it come to a complete stop. Slide the reversing switch on the fan to the opposite position. Restart fan.



10 • Troubleshooting

Problem: Nothing happens; fan does not move.

1. Turn power on, replace fuse, or reset breaker.
2. Loosen canopy, check all connections according to the wiring the fan section.
3. Check the plug connection in the switch housing.
4. Push motor reversing switch firmly up or down to ensure that the switch is engaged.
5. Pull the pull chain to ensure it is on.
6. Remove the shipping bumpers.

Problem: Noisy operation.

1. Tighten the blade bracket screws until snug.
2. Check to see if the blade is cracked. If so, replace all the blades.
3. Be sure that the shades are secure.
4. Check and tighten the screws in the switch housing mounting plate and in the upper and lower switch housing.

Problem: Excessive wobbling.

1. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.
2. Tighten all blade iron screws.
3. Turn power off, support fan very carefully, and check that the hanger ball is properly seated.

If you need parts or service assistance, please call 888-830-1326 or visit us at our WEB site at http://www.hunterfan.com.

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